



# Health & Safety Guidelines for Catered Food

November 1, 2012

- Day/Night cleaning crew does not clean up leftover food
- If you ordered it – clean it up
  - Moving food to break room is not “cleaning up”
  - Wrap leftovers & store in fridge within 3 hours
  - Food out longer than 3 hours should be discarded
  - No food should be left out after 5 pm
  - ***NO FOOD should be left in fridges over weekend!***
- Wash, dry & store reusable trays or utensils
- If Round House Café provided food
  - Call ext 5537 by 2 pm for clean up assistance and/or to pick up any equipment
- Questions: Call Food Service Manager at ext 7462

*Paul Johnston*  
*SRPMIC Food Service Manager*